

COMSCINST 4255.3	COG CODE N10	DATE 23 MAY 95
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 4255.3
 N10
 23 May 1995

COMSC INSTRUCTION 4255.3

Subj: SOURCE SELECTION

Ref: (a) FAR 15.612
 (b) DODINST 5000.2 of 23 Feb 91
 (c) SECNAVINST 5000.2A
 (d) Source Selection Handbook

1. Purpose. To establish policy and guidance for selecting contractual sources for supplies and services in competitively negotiated procurements.

2. Scope. This instruction applies to Military Sealift Command Headquarters (*COMSC*), MSC Central Technical Activity (*MSCCENTACT*), MSC Area and Subarea Commands and MSC Offices.

3. Definitions

a. Source selection is the process which begins with the establishment of an evaluation plan for a proposed acquisition and ends with the source selecting authority (*SSA*) selecting the contractor that will receive a contract award. This process may be either formal or informal.

(1) Formal source selection is the process that follows the standardized policies and procedures of references (a), (b) and (c).

(2) Informal source selection is the process that uses a locally designed structured approach which is approved and managed by the *SSA*.

b. The source selection authority (*SSA*) is the official who makes the contract award selection. The *SSA* determines the source selection organization structure and approves the evaluation procedures for the procurement.

c. The source selection plan (*SSP*) is the document that specifies the conduct of proposal evaluation and source selection process within the overall preestablished acquisition strategy.

d. The basis for award is the overall strategy for award.

4. Objectives. The objectives of the source selection process are to identify the contractor that can best meet the Government's needs as described in the solicitation and to assure that the *SSA*'s award decision represents an effective expenditure of Government funds. To select the best contractor, we must ensure an

23 May 1995

equitable and comprehensive evaluation of offerors' proposals under guidelines of existing contractual statutes, regulations and procedures.

5. Policy. Formal source selection was designed for major programs (*i.e.*, *ACAT I and II*) which are highly visible at the Navy Secretariat level. MSC is unlikely to conduct this type of procurement; therefore, the formal source selection process is not fully explained herein. If a need for a formal process arises, it must follow the procedures in references (a), (b) and (c). The balance of this directive and reference (d) describe the informal source selection process.

6. Procedures

a. Based on the customer's needs and within the expected available resources (time, funds, personnel and in-process workload), the appropriate parties involved with the requirement (*i.e.*, *requiring code, legal, budget, contracting*) will develop the overall acquisition strategy that will lead to selection of the best proposal to satisfy the Government's requirement.

b. The contracting officer, in consultation with the requiring code, shall prepare a written SSP for negotiated procurements when the basis for award is other than to the responsible offeror that submits the lowest priced, technically acceptable offer. The SSP will be reviewed by the legal counsel supporting the contracting office and the appropriate business clearance approval authority and approved by the SSA **prior to issuance of the solicitation**.

c. The SSA may be a contracting officer or an individual other than a contracting officer and must have the appropriate levels of expertise and responsibility regarding the disciplines required for the proposed acquisition. For an SSA to be someone outside the contracting office, the Commanding Officer of the activity (*MSCCENTACT, MSC Area Command or MSC Subarea Command*) shall designate the individual in writing either by specific appointment memorandum or by approving the SSP which names the individual as the SSA.

7. Source Selection Handbook. Source selection shall be conducted in accordance with the latest version of reference (d), which is available from the Contracts and Business Management Directorate, COMSC N10.

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SN DL 41B (MSC Area Commanders)
41C (MSC Subarea Commanders)
41D3 (MSC Offices)
41F (MSCCENTACT)